

## INDIVIDUAL CONSULTANT/RLA PROCUREMENT NOTICE



Date 15<sup>th</sup> October 2019

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**Number of consultancies** : 1  
**Contract Type :** Individual Contract/RLA  
**Country** : South Africa  
**Description of the assignment** : Individual Contract/RLA

**National/International Consultant to conduct a 5-day Access and Benefit Sharing Contract Law training (for representatives of government, community and industry/researchers); to develop model benefit sharing agreements for the bioprospecting and biotrade sectors and to draft a training manual**

**Estimated Period of assignment/services (if applicable): 2 months**

**Estimated Contract Commencement Date** : November 2019

Proposal should be submitted by email to [bid.pretoria@undp.org](mailto:bid.pretoria@undp.org) no later than 29<sup>th</sup> October 2019 11:am, South Africa time

Any request for clarification must be sent by standard electronic communication to [procurement.enquiries.za@undp.org](mailto:procurement.enquiries.za@undp.org). UNDP will respond by standard electronic mail and will send responses, including an explanation of the query without identifying the source of inquiry, to all consultants.

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## 1. BACKGROUND

South Africa, through the Department of Environment, Forestry and Fisheries, is part of the UNDP-GEF Global ABS Project titled: "Strengthening human resources, legal framework and institutional capacities to implement the Nagoya Protocol" which aims to facilitate the implementation of the Nagoya Protocol on Access and Benefit Sharing (ABS). Under Component 1 of the project, *Strengthening the legal, policy and institutional capacity to develop national ABS frameworks*, a 5-day training session on ABS Contracting, specifically ABS Contract Law, with government, communities and industry representatives, is envisaged.

South Africa is actively engaged in bioprospecting activities which involve the exploration of biodiversity for valuable genetic resources that may be used for commercial purposes. The bioprospecting/biotrade sector has demonstrated the potential for significant development and growth, contributing to job creation, rural development, and the conservation of our natural resources. According to the Convention on Biological Diversity, "Access and benefit-sharing (ABS) refers to the way in which biological or genetic resources may be accessed, and how the benefits that result from their use are shared between the people or countries using the resources (users) and the people or countries that provide them (providers)."

There are many institutional frameworks, international and national, which play a critical role in assisting governments in developing their national policies, legislations and programs to ensure that access to genetic resources and associated traditional knowledge, and the sharing of benefits thereof, happen in a fair and equitable way. Chapter 6 of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004); and the Bioprospecting, Access and Benefit-Sharing Amendment Regulations (BABS Regulations) are a few examples of the foundational and compulsory frameworks and legislation that is administered by the Department. In South Africa, the principles of the Nagoya Protocol are implemented through these pieces of legislations. The BABS Regulations prescribes the notification process for the discovery phase of bioprospecting involving any indigenous genetic and biological resources and further prescribes the permit system that applies to bioprospecting activities. In addition, the BABS Regulations set out the form and content of, and requirements and criteria for benefit-sharing and material transfer agreements and the administration process of the Bioprospecting Trust Fund.

Benefit Sharing Agreements (BSA) are entered into by a permit applicant and a relevant stakeholder (eg. Resource provider, TK holder), for access to any indigenous genetic and biological resources (IGBR) and/or Traditional Knowledge associated with the aforementioned resource. The BSA is a legally binding contract that requires information about the IGBR to be accessed, information on Traditional Knowledge and related communities and the mechanisms of benefit sharing (monetary and non-monetary). Due to the complex and dynamic nature of the ABS environment in South Africa, the negotiations involved in, and the drafting of BSAs need to be a systematic process that follows due diligence. It is critical to ensure that the key stakeholders and role players in the bioprospecting/biotrade sector are sufficiently capacitated to facilitate the fair and equitable sharing of benefits that arise from the use of IGBR as well as to ensure a level of standardization on the understanding of benefit sharing and an enhanced knowledge around benefit sharing issues.

As per the approved Annual Work Plan for the year 2019 for South Africa, the body of work will require a national or international consultant to design and conduct a training session tailored to government, community and industry stakeholders, focusing on Contract Law related to Access and Benefit Sharing.

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

The scope of work of the Consultant(s) is to design and conduct a training session tailored to government, community and industry stakeholders, focusing on Contract Law related to Access and Benefit Sharing. The training should focus on negotiation of benefit sharing agreements (BSA); developing a model BSA for bioprospecting and biotrade sectors and drafting a training manual as specified below.

### 1. Description of Responsibilities

The consultant will be responsible for the provision of the following services:

- A. Design a training session/plan, for all stakeholders, that covers:
  - a) Negotiations on Benefit Sharing Agreements
  - b) Contract drafting
- B. Training sessions, to occur in November 2019, to be structured as follows:
  - a) Government:
    - 1 day
    - 20 officials

- b) Community:
  - 2 days
  - 20 members
- c) Industry:
  - 2 days
  - 10 participants
- C. Model Benefit Sharing Agreement:
  - Design a model BSA for the bioprospecting and biotrade sectors
  - Based on access and traditional knowledge
  - Draft explanatory notes based on the different sections of the BSA
- D. Draft a training manual based on:
  - key elements of contracts that need to be considered
  - aspects of negotiations of BSAs
  - articles of the Nagoya Protocol relevant to BSAs
  - South African legislation related to contracts
- E. Briefing session with the DEFF and UNDP teams prior to the signing off the contract

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- 3.1 Academic Qualifications/Education:**
- Minimum Master's Degree in Environmental Law/ Contract Law
- 3.2 Experience:**  
The selection of the consultancy will be aimed at conducting a training session on ABS Contract Law for government, community and industry stakeholders.
- Team Members – technical skills necessary for the activity
    - 5+ years of experience in practicing Contract Law
    - 5+ years of experience in the Access and Benefit Sharing environment
  - Expertise of Institution / Organisation submitting the proposal – Number of projects/instances where you have provided services of a comparable nature (provide exact details). Provide at least 3 relevant verifiable project references
  - Previous work experience with UNDP and/or other government departments on similar projects will serve as an advantage
- 3.3 Language skills:**  
Excellent writing, editing, and oral communication skills in English;

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

- Applicants are required to submit the following:
- i. A Technical Proposal: (i) Letter of Interest, stating why you consider your service suitable for the assignment; and (ii) a brief methodology on the approach and implementation of the assignment, including broad time-frame (phases), and well-defined deliverables in relation to the scope of work, the costs per deliverable(s);
  - ii. Evidence and examples of similar work done;
  - iii. Personal CVs highlighting qualifications and experience in similar projects;
  - iv. Work references - contact details (e-mail addresses) of referees (organization for whom you've produced similar assignments);
  - v. All-inclusive financial proposal indicating consultancy fee (South African Rand) and a breakdown of expenses (unit price together with any other expenses) related to the assignment. The proposal must incorporate all travel costs for the service provider to achieve the required deliverables.

## 5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

### **Travel:**

The Global ABS Project Manager will agree, in consultation with the UNDP South Africa Country Office, with the consultants, in terms of the final number of field missions to be conducted in, and the duration for each mission in accordance with the scope of work. An indicative plan shall be developed at the induction session following the appointment of the consultant. The Financial proposal should include a breakdown of the estimated costs envisaged for the field missions (travel).

## 6. EVALUATION

Applications will be evaluated based on a cumulative analysis **taking into consideration the combination of the applicants' qualifications and financial proposal.**

Those candidates who obtained at least 70% of points in each of the steps of the process will be considered for financial proposal evaluation.

Technical Criteria - 70% of total evaluation – max. 70 points:

- **Criteria A** – Relevant education background (10)
- **Criteria B** – Knowledge in and experience of the South African ABS regulatory environment (15)
- **Criteria C** – Experience in practicing Contract Law related to ABS (15)
- **Criteria D** – Experience in conducting similar training sessions with various stakeholders (15)
- **Criteria E** – Project Management (10)
- **Criteria F** – Previous work experience with UNDP and/or other government departments or other related organizations and familiarity with their websites and knowledge management requirements (5)

Financial Criteria - 30% of total evaluation – max. 30 points

## **ATTACHEMENTS TO THIS NOTICE:**

- **TERMS OF REFERENCES (TOR)**
- **INSTITUTIONAL CONSULTANT GENERAL TERMS AND CONDITIONS**
- **CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL**

## Terms of Reference

### Request For Proposal

**National/International Consultant to conduct a 5-day Access and Benefit Sharing Contract Law training (for representatives of government, community and industry/researchers); to develop model benefit sharing agreements for the bioprospecting and biotrade sectors and to draft a training manual**

**Type of Contract:** Individual Contract (IC) or RLA  
**Languages:** English  
**Duration:** 2 months (5-day training session including preparations; report writing and preparing a training manual)  
**Location:** South Africa  
**Starting date:** November 2019

## 1. Background

### 1.1. Introduction:

South Africa, through the Department of Environment, Forestry and Fisheries, is part of the UNDP-GEF Global ABS Project titled: "Strengthening human resources, legal framework and institutional capacities to implement the Nagoya Protocol" which aims to facilitate the implementation of the Nagoya Protocol on Access and Benefit Sharing (ABS). Under Component 1 of the project, *Strengthening the legal, policy and institutional capacity to develop national ABS frameworks*, a 5-day training session on ABS Contracting, specifically ABS Contract Law, with government, communities and industry representatives, is envisaged.

South Africa is actively engaged in bioprospecting activities which involve the exploration of biodiversity for valuable genetic resources that may be used for commercial purposes. The bioprospecting/biotrade sector has demonstrated the potential for significant development and growth, contributing to job creation, rural development, and the conservation of our natural resources. According to the Convention on Biological Diversity, "Access and benefit-sharing (ABS) refers to the way in which biological or genetic resources may be accessed, and how the benefits that result from their use are shared between the people or countries using the resources (users) and the people or countries that provide them (providers)."

There are many institutional frameworks, international and national, which play a critical role in assisting governments in developing their national policies, legislations and programs to ensure that access to genetic resources and associated traditional knowledge, and the sharing of benefits thereof, happen in a fair and equitable way. Chapter 6 of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004); and the Bioprospecting, Access and Benefit-Sharing Amendment Regulations (BABS Regulations) are a few examples of the foundational and compulsory frameworks and legislation that is administered by the Department. In South Africa, the principles of the Nagoya Protocol are implemented through these pieces of legislations. The BABS Regulations prescribes the notification process for the discovery phase of bioprospecting involving any indigenous genetic and biological resources and further prescribes the permit system that applies to bioprospecting activities. In addition, the BABS Regulations set out the form and content of, and requirements and criteria for benefit-sharing and material transfer agreements and the administration process of the Bioprospecting Trust Fund.

Benefit Sharing Agreements (BSA) are entered into by a permit applicant and a relevant stakeholder (eg. Resource provider, TK holder), for access to any indigenous genetic and biological resources (IGBR) and/or Traditional Knowledge associated with the aforementioned resource. The BSA is a legally binding contract that requires information about the IGBR to be accessed, information on Traditional Knowledge and related communities and the mechanisms of benefit sharing (monetary and non-monetary). Due to the complex and dynamic nature of the ABS environment in South Africa, the negotiations involved in, and the drafting of BSAs need to be a systematic process that follows due diligence. It is critical to ensure that the key stakeholders and role players in the bioprospecting/biotrade sector are sufficiently capacitated to facilitate the fair and equitable sharing of benefits that arise from the use of IGBR as well as to ensure a level of standardization on the understanding of benefit sharing and an enhanced knowledge around benefit sharing issues.

As per the approved Annual Work Plan for the year 2019 for South Africa, the body of work will require a national or international consultant to design and conduct a training session tailored to government, community and industry stakeholders, focusing on Contract Law related to Access and Benefit Sharing.

### 1.2. Objectives of the assignment

The scope of work of the Consultant(s) is to design and conduct a training session tailored to government, community and industry stakeholders, focusing on Contract Law related to Access and Benefit Sharing. The training should focus on negotiation of benefit sharing agreements (BSA); developing a model BSA for bioprospecting and biotrade sectors and drafting a training manual as specified below.

## 2. Description of Responsibilities

The consultant will be responsible for the provision of the following services:

- A. Design a training session/plan, for all stakeholders, that covers:
    - a) Negotiations on Benefit Sharing Agreements
    - b) Contract drafting
  - B. Training sessions, to occur in November 2019, to be structured as follows:
    - a) Government:
      - 1 day
      - 20 officials
    - b) Community:
      - 2 days
      - 20 members
    - c) Industry:
      - 2 days
      - 10 participants
  - C. Model Benefit Sharing Agreement:
    - Design a model BSA for the bioprospecting and biotrade sectors
    - Based on access and traditional knowledge
    - Draft explanatory notes based on the different sections of the BSA
  - D. Draft a training manual based on:
    - key elements of contracts that need to be considered
    - aspects of negotiations of BSAs
    - articles of the Nagoya Protocol relevant to BSAs
    - South African legislation related to contracts
  - E. Briefing session with the DEFF and UNDP teams prior to the signing off the contract
3. **Reporting:** The DEFF is responsible for overseeing the technical content, quality assurance and approval of the ABS Contract Law training plan. The focal point in DEFF is the Global ABS Project Manager. To this end, the Consultant shall work in close coordination with the Global ABS Project Manager and the DEFF team who may in turn, be supported by the UNDP Global ABS Technical Advisor on technical content as and when requested. The UNDP South Africa Country Office is responsible for contract administration and payment will be rendered after written approval from DEFF.
4. **Duration:** The duration of the consultancy is for the period of 2 months (roughly mid-November 2019 to end-January/start-February 2020)
5. **Duty Station:**
- The consultant (national or international) must be based in South Africa, and be able to attend meetings at the DEFF Offices in Pretoria, as required.
  - If based out of South Africa, the consultant must be available in person for the project inception meeting and electronically for the duration of the contract and must also be present in person for the training session.

## 6. Deliverables:

The **specific deliverables** and **payment schedule** are provided in the table below:

Deliverables	Time	Payment term
<b>Deliverable 1:</b> Inception meeting/workshop with the DEFF and UNDP teams	1 day	10 %
<b>Deliverable 2:</b> 5 day training plan detailing the schedule and activities for, 1. Government, 2. Communities, 3. Industry/researchers	TBD	15 %
<b>Deliverable 3:</b> ➤ 5-day training session: <ul style="list-style-type: none"> <li>• 1-day training with government officials</li> <li>• 2-day training with community members</li> <li>• 2-day training with industry/research representatives</li> </ul>	TBD	50 %

➤ Draft a post training/workshop report		
<b>Deliverable 4:</b> Model Benefit Sharing Agreement (BSA) for the bioprospecting and biotrade sectors including explanatory notes on the different sections of the BSA as in point 2C above	TBD	10 %
<b>Deliverable 5:</b> Training Manual as described in point 2D above, including lessons learned and key messages from the training	TBD	15 %

## 7. Competencies:

- Knowledge of the South African Bioprospecting sector; ABS related legislation, regulations and policies (eg. National Environmental Management: Biodiversity Act and Bioprospecting, Access and Benefit Sharing regulations)
- Knowledge and experience in the Nagoya Protocol and Access and Benefit Sharing in a national and global context
- Understanding of the diversity and dynamics of the various ABS stakeholder groups
- Knowledge and experience in Contract Law
- Experience in training and development
- Project management
- Stakeholder engagement

## 8. Qualifications

### 8.1 Academic Qualifications/Education:

- Minimum Master's Degree in Environmental Law/ Contract Law

### 8.2 Experience:

The selection of the consultancy will be aimed at conducting a training session on ABS Contract Law for government, community and industry stakeholders.

- Team Members – technical skills necessary for the activity
  - 5+ years of experience in practicing Contract Law
  - 5+ years of experience in the Access and Benefit Sharing environment
- Expertise of Institution / Organisation submitting the proposal – Number of projects/instances where you have provided services of a comparable nature (provide exact details). Provide at least 3 relevant verifiable project references
- Previous work experience with UNDP and/or other government departments on similar projects will serve as an advantage

### 8.3 Language skills:

Excellent writing, editing, and oral communication skills in English;

## 9. Evaluation of Applicants

Applications will be evaluated based on a cumulative analysis **taking into consideration the combination of the applicants' qualifications and financial proposal.**

Those candidates who obtained at least 70% of points in each of the steps of the process will be considered for financial proposal evaluation.

Technical Criteria - 70% of total evaluation – max. 70 points:

- **Criteria A** – Relevant education background (10)
- **Criteria B** – Knowledge in and experience of the South African ABS regulatory environment (15)
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- **Criteria D** – Experience in conducting similar training sessions with various stakeholders (15)
- **Criteria E** – Project Management (10)
- **Criteria F** – Previous work experience with UNDP and/or other government departments or other related organizations and familiarity with their websites and knowledge management requirements (5)

Financial Criteria - 30% of total evaluation – max. 30 points

## 10. Application procedures

To facilitate the analysis of responses, all interested parties are required to prepare their response in accordance with the instructions outlined in this section. All proposals should be electronically generated. The consultancy will be hired on a UNDP contract.

Applicants are required to submit the following:

- A Technical Proposal: Letter of Interest, stating why you consider your service suitable for the assignment and a methodology on the approach and implementation of the assignment;

- Evidence and examples of similar projects that have been successfully completed;
- Personal CVs highlighting qualifications and experience in similar projects;
- Minimum of three references - contact details (e-mail addresses) of referees (organisation for whom you've produced similar assignments);
- All-inclusive financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment.

Applicants are required to submit the following documents to **bid.pretoria@undp.org** on or before the \_\_\_\_\_ with the subject line: **Job Code, Title and Reference Number.**



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

Download » [MS Word version of this form](#)

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*  
United Nations Development Programme  
*(Specify complete office address)*

Dear Sir/Madam :

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [ *indicate title of assignment* ] under the [ *state project title* ];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]*:
  - An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
  - A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

h) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;

i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];

j) If I am selected for this assignment, I shall [*pls. check the appropriate box*]:

Sign an Individual Contract with UNDP;

Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

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k) I hereby confirm that [*check all that applies*]:

At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed :

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**Annexes** *[pls. check all that applies]:*

- CV or Duly signed P11 Form
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)

## BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. **Breakdown of Cost by Components:**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

**B. Breakdown of Cost by Deliverables\***

<b>Deliverables</b> <i>[list them as referred to in the TOR]</i>	<b>Percentage of Total Price</b> <b>(Weight for payment)</b>	<b>Amount</b>
Deliverable 1		
Deliverable 2		
....		
<b>Total</b>	<b>100%</b>	<b>USD .....</b>

*\*Basis for payment tranches*

# GENERAL CONDITIONS OF CONTRACT

## FOR THE SERVICES OF INDIVIDUAL CONTRACTORS



**1. LEGAL STATUS:** The Individual contractor shall have the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP), and shall not be regarded, for any purposes, as being either a “staff member” of UNDP, under the UN Staff Regulations and Rules, or an “official” of UNDP, for purposes of the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly of the United Nations on 13 February 1946. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between UNDP and the Individual contractor. The officials, representatives, employees or subcontractors of UNDP and of the Individual contractor, if any, shall not be considered in any respect as being the employees or agents of the other, and UNDP and the Individual contractor shall be solely responsible for all claims arising out of or relating to their engagement of such persons or entities.

**2. STANDARDS OF CONDUCT: In General:** The Individual contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of his or her obligations under the Contract. Should any authority external to UNDP seek to impose any instructions regarding the Individual contractor’s performance under the Contract, the Individual contractor shall promptly notify UNDP and shall provide all reasonable assistance required by UNDP. The Individual contractor shall not take any action in respect of his or her performance of the Contract or otherwise related to his or her obligations under the Contract that may adversely affect the interests of UNDP. The Individual contractor shall perform his or her obligations under the Contract with the fullest regard to the interests of UNDP. The Individual contractor warrants that s/he or he has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee or other agent of UNDP. The Individual contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of his or her obligations under the Contract. In the performance of the Contract the Individual contractor shall comply with the standards of conduct set in the Secretary General’s Bulletin ST/SGB/2002/9 of 18 June 2002, entitled “Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Expert on Mission”. The Individual contractor must comply with all security directives issued by UNDP.

**Prohibition of Sexual Exploitation and Abuse:** In the performance of the Contract, the Individual contractor shall comply with the standards of conduct set forth in the Secretary-General’s bulletin ST/SGB/2003/13 of 9 October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse”. In particular, the Individual contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin.

The Individual contractor acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for suspension or termination of the Contract. In addition, nothing herein shall limit the right of UNDP to refer any alleged breach of the foregoing standards of conduct or any other terms of the Contract to the relevant national authorities for appropriate legal action.

**3. TITLE RIGHTS, COPYRIGHTS, PATENTS AND OTHER PROPRIETARY RIGHTS:** Title to any equipment and supplies that may be furnished by UNDP to the Individual contractor for the performance of any obligations under the Contract shall rest with UNDP, and any such equipment and supplies shall be returned to UNDP at the conclusion of the Contract or when no longer needed by the Individual contractor. Such equipment and supplies, when returned to UNDP, shall be in the same condition as when delivered to the Individual contractor, subject to normal wear and tear, and the Individual contractor shall be liable to compensate UNDP for any damage or degradation of the equipment and supplies that is beyond normal wear and tear.

UNDP shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Individual contractor has developed for UNDP under the Contract and which bear a direct relation to, or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Individual contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP. However, to the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Individual contractor: (a) that pre-existed the performance by the Individual

contractor of his or her obligations under the Contract, or (b) that the Individual contractor may develop or acquire, or may have developed or acquired, independently of the performance of his or her obligations under the Contract, UNDP does not and shall not claim any ownership interest thereto, and the Individual contractor grants to UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract. At the request of UNDP, the Individual contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to UNDP in compliance with the requirements of the applicable law and of the Contract. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual contractor under the Contract shall be the property of UNDP, shall be made available for use or inspection by UNDP at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of services under the Contract

**4. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:** Information and data that are considered proprietary by either UNDP or the Individual contractor or that are delivered or disclosed by one of them (“Discloser”) to the other (“Recipient”) during the course of performance of the Contract, and that are designated as confidential (“Information”), shall be held in confidence and shall be handled as follows. The Recipient of such Information shall use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser’s Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate, and the Recipient may otherwise use the Discloser’s Information solely for the purpose for which it was disclosed. The Recipient may disclose confidential Information to any other party with the Discloser’s prior written consent, as well as to the Recipient’s officials, representatives, employees, subcontractors and agents who have a need to know such confidential Information solely for purposes of performing obligations under the Contract. Subject to and without any waiver of the privileges and immunities of UNDP, the Individual contractor may disclose Information to the extent required by law, *provided that* the Individual contractor will give UNDP sufficient prior notice of a request for the disclosure of Information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose Information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly or its other governing bodies, or rules promulgated by the Secretary-General. The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder. These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract. Notwithstanding the foregoing, the Individual contractor acknowledges that UNDP may, in its sole discretion, disclose the purpose, type, scope, duration and value of the Contract, the name of the Individual contractor, and any relevant information related to the award of the Contract.

**5. TRAVEL, MEDICAL CLEARANCE AND SERVICE INCURRED DEATH, INJURY OR ILLNESS:** If the Individual contractor is required by UNDP to travel beyond commuting distance from the Individual contractor’s usual place of residence, and upon prior written agreement, such travel shall be at the expense of UNDP. Such travel shall be at economy fare when by air.

UNDP may require the Individual contractor to submit a “statement of good health” from a recognized physician prior to commencement of services in any offices or premises of UNDP, or before engaging in any travel required by UNDP, or connected with the performance of the Contract. The Individual contractor shall provide such a statement as soon as practicable following such request, and prior to engaging in any such travel, and the Individual contractor warrants the accuracy of any such statement, including, but not limited to, confirmation that the Individual contractor has been fully informed regarding the requirements for inoculations for the country or countries to which travel may be authorized.

In the event of death, injury or illness of the Individual contractor which is attributable to the performance of services on behalf of UNDP under the terms of the Contract while the Individual contractor is traveling at UNDP expense or is

performing any services under the Contract in any offices or premises of UNDP, the Individual contractor or the Individual contractor's dependents, as appropriate, shall be entitled to compensation equivalent to that provided under the UNDP insurance policy, available upon request.

**6. PROHIBITION ON ASSIGNMENT; MODIFICATIONS:** The Individual contractor may not assign, delegate, transfer, pledge or make any other disposition of the Contract, of any part thereof, or of any of the rights, claims or obligations under the Contract except with the prior written authorization of UNDP, and any attempt to do so shall be null and void. The terms or conditions of any supplemental undertakings, licenses or other forms of Contract concerning any goods or services to be provided under the Contract shall not be valid and enforceable against UNDP nor in any way shall constitute a contract by UNDP thereto, unless any such undertakings, licenses or other forms of contract are the subject of a valid written undertaking by UNDP. No modification or change in the Contract shall be valid and enforceable against UNDP unless provided by means of a valid written amendment to the Contract signed by the Individual contractor and an authorized official or appropriate contracting authority of UNDP.

**7. SUBCONTRACTORS:** In the event that the Individual contractor requires the services of subcontractors to perform any obligations under the Contract, the Individual contractor shall obtain the prior written approval of UNDP for any such subcontractors. UNDP may, in its sole discretion, reject any proposed subcontractor or require such subcontractor's removal without having to give any justification therefore, and such rejection shall not entitle the Individual contractor to claim any delays in the performance, or to assert any excuses for the non-performance, of any of his or her obligations under the Contract. The Individual contractor shall be solely responsible for all services and obligations performed by his or her subcontractors. The terms of any subcontract shall be subject to, and shall be construed in a manner that is fully in accordance with, all of the terms and conditions of the Contract.

**8. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF THE UNITED NATIONS:** The Individual contractor shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNDP, nor shall the Individual contractor, in any manner whatsoever, use the name, emblem or official seal of UNDP, or any abbreviation of the name of UNDP, in connection with his or her business or otherwise without the written permission of UNDP.

**9. INDEMNIFICATION:** The Individual contractor shall indemnify, defend, and hold and save harmless UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature, including, but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from, or relating to: (a) allegations or claims that the use by UNDP of any patented device, any copyrighted material or any other goods or services provided to UNDP for its use under the terms of the Contract, in whole or in part, separately or in combination, constitutes an infringement of any patent, copyright, trademark or other intellectual property right of any third party; or (b) any acts or omissions of the Individual contractor, or of any subcontractor or anyone directly or indirectly employed by them in the performance of the Contract, which give rise to legal liability to anyone not a party to the Contract, including, without limitation, claims and liability in the nature of a claim for workers' compensation.

**10. INSURANCE:** The Individual contractor shall pay UNDP promptly for all loss, destruction or damage to the property of UNDP caused by the Individual contractor, or of any subcontractor, or anyone directly or indirectly employed by them in the performance of the Contract. The Individual contractor shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of his or her obligations under the Contract, as well as for arranging, at the Individual contractor's sole expense, such life, health and other forms of insurance as the Individual contractor may consider to be appropriate to cover the period during which the Individual contractor provides services under the Contract. The Individual contractor acknowledges and agrees that none of the insurance arrangements the Individual contractor shall, in any way, be construed to limit the Individual contractor's liability arising under or relating to the Contract.

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

**12. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS:** In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the Individual contractor shall give notice and full particulars in writing to UNDP of such occurrence or cause if the Individual contractor is thereby rendered unable, wholly or in part, to perform his or her obligations and meet his or her responsibilities under the Contract. The Individual contractor shall also notify UNDP of any other changes in conditions or the occurrence of any

event, which interferes or threatens to interfere with the performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in conditions or occurrence, the Individual contractor shall also submit a statement to UNDP of estimated expenditures that will likely be incurred for the duration of the change in conditions or the event. On receipt of the notice or notices required hereunder, UNDP shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including the granting to the Individual contractor of a reasonable extension of time in which to perform any obligations under the Contract or suspension thereof.

*Force majeure* as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, *provided that* such acts arise from causes beyond the control and without the fault or negligence of the Individual contractor. The Individual contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Individual contractor must perform in or for any areas in which UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute *force majeure* under the Contract.

**13. TERMINATION:** Either party may terminate the Contract, in whole or in part, upon giving written notice to the other party. The period of notice shall be five (5) days in the case of contracts for a total period of less than two (2) months and fourteen (14) days in the case of contracts for a longer period. The initiation of conciliation or arbitral proceedings, as provided below, shall not be deemed to be a "cause" for or otherwise to be in itself a termination of the Contract. UNDP may, without prejudice to any other right or remedy available to it, terminate the Contract forthwith in the event that: (a) the Individual contractor is adjudged bankrupt, or is liquidated, or becomes insolvent, applies for moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent; (b) the Individual contractor is granted a moratorium or a stay or is declared insolvent; (c) the Individual contractor makes an assignment for the benefit of one or more of his or her creditors; (d) a Receiver is appointed on account of the insolvency of the Individual contractor; (e) the Individual contractor offers a settlement in lieu of bankruptcy or receivership; or (f) UNDP reasonably determines that the Individual contractor has become subject to a materially adverse change in financial condition that threatens to endanger or otherwise substantially affect the ability of the Individual contractor to perform any of the obligations under the Contract.

In the event of any termination of the Contract, upon receipt of notice of termination by UNDP, the Individual contractor shall, except as may be directed by UNDP in the notice of termination or otherwise in writing: (a) take immediate steps to bring the performance of any obligations under the Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum; (b) refrain from undertaking any further or additional commitments under the Contract as of and following the date of receipt of such notice; (c) deliver all completed or partially completed plans, drawings, information and other property that, if the Contract had been completed, would be required to be furnished to UNDP thereunder; (d) complete performance of the services not terminated; and (e) take any other action that may be necessary, or that UNDP may direct in writing, for the protection and preservation of any property, whether tangible or intangible, related to the Contract that is in the possession of the Individual contractor and in which UNDP has or may be reasonably expected to acquire an interest.

In the event of any termination of the Contract, UNDP shall only be liable to pay the Individual contractor compensation on a pro rata basis for no more than the actual amount of work performed to the satisfaction of UNDP in accordance with the requirements of the Contract. Additional costs incurred by UNDP as a result of termination of the Contract by the Individual contractor may be withheld from any amount otherwise due to the Individual contractor by UNDP.

**14. NON-EXCLUSIVITY:** UNDP shall have no obligation respecting, and no limitations on, its right to obtain goods of the same kind, quality and quantity, or to obtain any services of the kind described in the Contract, from any other source at any time.

**15. TAXATION:** Article II, section 7, of the Convention on the Privileges and Immunities of the United Nations provides, *inter alia*, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the exemptions of the United Nations from such taxes, restrictions, duties or charges, the Individual contractor shall immediately consult with UNDP to determine a mutually acceptable procedure. UNDP shall have no liability for taxes, duties or other similar charges payable by the Individual contractor in respect of any amounts paid to the Individual contractor under this Contract, and the Individual contractor acknowledges that UNDP will not issue any statements of earnings to the Individual contractor in respect of any such payments.

**16. AUDITS AND INVESTIGATIONS:** Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP. The Individual contractor acknowledges and agrees that UNDP may conduct investigations relating to any aspect of the Contract or the award thereof, and the obligations performed thereunder.

The Individual contractor shall provide full and timely cooperation with any post-payment audits or investigations hereunder. Such cooperation shall include, but shall not be limited to, the Individual contractor's obligation to make available any relevant documentation and information for the purposes of a post-payment audit or an investigation at reasonable times and on reasonable conditions. The Individual contractor shall require his or her employees, subcontractors and agents, if any, including, but not limited to, the Individual contractor's attorneys, accountants or other advisers, to reasonably cooperate with any post-payment audits or investigations carried out by UNDP hereunder.

If the findings or circumstances of a post-payment audit or investigation so warrant, UNDP may, in its sole discretion, take any measures that may be appropriate or necessary, including, but not limited to, suspension of the Contract, with no liability whatsoever to UNDP.

The Individual contractor shall refund to UNDP any amounts shown by a post-payment audit or investigation to have been paid by UNDP other than in accordance with the terms and conditions of the Contract. Such amount may be deducted by UNDP from any payment due to the Individual contractor under the Contract.

The right of UNDP to conduct a post-payment audit or an investigation and the Individual contractor's obligation to comply with such shall not lapse upon expiration or prior termination of the Contract.

**17. SETTLEMENT OF DISPUTES:**

**AMICABLE SETTLEMENT:** UNDP and the Individual contractor shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Conciliation Rules then obtaining of the United Nations Commission on International Trade Law ("UNCITRAL"), or according to such other procedure as may be agreed between the parties in writing.

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

**18. LIMITATION ON ACTIONS:** Except with respect to any indemnification obligations in Article 9, above, or as are otherwise set forth in the Contract, any arbitral proceedings in accordance with Article 17, above, arising out of the Contract must be commenced within three (3) years after the cause of action has accrued.

The Parties further acknowledge and agree that, for these purposes, a cause of action shall accrue when the breach actually occurs, or, in the case of latent defects, when the injured Party knew or should have known all of the essential elements of the cause of action, or in the case of a breach of warranty, when tender of delivery is made, except that, if a warranty extends to future performance of the goods or any process or system and the discovery of the breach consequently must await the time when such goods or other process or system is ready to perform in accordance with the requirements of the Contract, the cause of action accrues when such time of future performance actually begins,

**19. PRIVILEGES AND IMMUNITIES:** Nothing in or relating to the Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.